



OFFICE OF THE DIRECTOR OF NATIONAL INTELLIGENCE

L E A D I N G I N T E L L I G E N C E I N T E G R A T I O N

Job Title: 27511 - Investigator - GS-13

Salary Range: \$68,036 - \$126,062

Vacancy Open Period: Enter **02/07/2019 – 02/22/2019**

Position Type: Cadre

Who May Apply: Internal ODNI Candidates

Division: IC IG/INV

Duty Location: Reston, VA

Security Clearance: TS/SCI with CI Polygraph

Travel Required: 0-25% Travel

Position Information

******* This vacancy announcement is an “internal rotation” and is for internal cadre only for a maximum of two years. Upon completion of the rotation, the incumbent must find their own onward assignment or be placed before the assignment board. *******

This is an opportunity for:

- An internal candidate to fill a GS-13 cadre position.

Who May Apply

Current GS employees at the same grade or up to two grades lower than the advertised position grade may apply.

- For a cadre assignment:
 - Current ODNI permanent cadre.

Salary Determination

- The ODNI uses a rank-in-person system in which rank is attached to the individual. A selected ODNI candidate or other Federal Government candidate will be assigned to the position at the employee's current GS grade and salary.

Component Mission

The Inspector General (IG) conducts, supervises, and coordinates inspections, audits, investigations, and reviews relating to the programs and operations over which the Director of National Intelligence has authority and responsibility.



Major Duties and Responsibilities (MDRs)

- Conduct inquiries into possible violations of laws, rules and regulations, mismanagement, fraud, gross waste of funds, and abuse of authority within the Office of the Director of National Intelligence (ODNI) and outside the ODNI if the violation relates to the Intelligence Community (IC) at-large and falls within the Director of National Intelligence's (DNI) authorities and responsibilities.
- Develop and implement investigative plans for complex investigations and projects by framing the allegation(s), determining elements of proof, and identifying investigative tasks.
- Gather and analyze information and/or evidence, by interviewing key individuals, administering warnings, oaths, or affirmations, collecting and analyzing high volumes of information, maintaining the chain of custody for evidence, and drafting and serving subpoenas.
- Make initial recommendations to ODNI and IC senior leaders regarding actions they should take to address violations of law, regulations, and other serious problems, abuses, or deficiencies.
- Develop and present written documents that include reports of investigation and memoranda to management, and also develop and present oral briefings for senior leaders regarding findings and the status of complex or sensitive investigations.
- Monitor the progress of corrective measures taken by senior ODNI and IC leadership, and provide advice and innovative solutions to senior officials regarding the implementation of recommendations.
- Develop drafts of ODNI policies for supervisory review that are designed to prevent and detect violations of laws, rules and regulations and fraud and abuse.
- Support the development and presentation of briefings that keep the DNI fully informed of fraud and other serious problems, abuses, and deficiencies relating to the administration of ODNI's programs.
- Conduct investigations of complaints and other information indicating possible abuse of civil liberties and privacy in the administration of ODNI's programs and operations, as referred by the Civil Liberties Protection Officer.
- Assist and cooperate with the Department of Justice and other Federal agencies in investigating alleged violations of criminal law involving ODNI programs, operations or employees, in coordination with ODNI's Office of the General Counsel.



Mandatory and Educational Requirements

- Thorough knowledge of and experience in the ODNI, Intelligence Community, and OIG mission and responsibilities.
- Ability to lead an investigative team, develop investigation plans, conduct complex investigation projects, and write reports to substantiate findings.
- Ability to exercise sound judgment and form objective conclusions/recommendations based on empirical facts, evidence, and other pertinent information.
- Analytical and critical thinking skills, including the ability to think strategically, identify needs and requirements, and develop recommendations based on qualitative and quantitative data.
- Ability to examine information, identify problems, uncover root causes, develop findings and leads, and make cogent, actionable recommendations.
- Interpersonal and negotiation skills, including ability to interview, negotiate, brief senior officials, and work effectively, independently, and in a team or collaborative environment.
- Oral and written communication skills and ability to produce clear and logical reports.

Desired Requirements

None.

Key Requirements and How To Apply

Internal ODNI Candidates:

A complete application package must include:

- RESUME:** Applicants are encouraged to carefully review the vacancy announcement, particularly the MDRs, and construct their resume to highlight their most significant experience and qualifications relevant to this job opportunity.
- PERFORMANCE EVALUATIONS:** Applicants are required to provide their two most recent performance evaluations. A justification is required in the cover letter if the applicant is unable to provide the two most recent evaluations.
- VACANCY NUMBER:** Reference the vacancy number in the subject line of the email and on each document submitted.
- COVER LETTER:** Applicants must submit a cover letter as a supplement to the resume to elaborate on their qualifications and previous work performed.



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WHERE TO SUBMIT: Applications should be sent to either DNI-MSD-HR-RR-Team_B_WMA@dni.ic.gov (classified email system) or Recruitment_TeamB@dni.gov (unclassified email system). Applicants submitting via JWICS are requested to submit their materials to both joswida@dni.ic.gov (Daniel J.), mitchsl@dni.ic.gov (Stephanie M.), and gilesro@dni.ic.gov (Roderick G.) in lieu of the group address above. All attachments should be in Microsoft Word or Adobe PDF format.

Applications submitted through the classified email system should NOT contain classified information above the TS//SI//TK//NOFORN level.

All Applicants:

APPLICATION PACKAGES MUST CONTAIN ALL ITEMS LISTED ABOVE. AN INCOMPLETE APPLICATION PACKAGE WILL BE INELIGIBLE FOR CONSIDERATION.

Your application MUST be received by midnight on the closing date of this announcement. Applications received after the closing date will NOT be eligible for consideration.

To verify receipt of your application package ONLY, you may call 301-243-1318.

What To Expect Next

The most highly qualified candidates will be referred to the hiring manager for further consideration and possible interview. We expect to make a selection within 30 days of the closing date of this announcement. Due to the large number of applications received, applicants will be contacted ONLY if they have been selected for an interview.

Agency Contact Information

ODNI Recruitment; Phone: 301-243-1318; Email: Recruitment_TeamB@dni.gov

Other Information

The ODNI is an equal opportunity employer and abides by applicable employment laws and regulations.

REASONABLE ACCOMMODATIONS FOR PERSONS WITH DISABILITIES: The ODNI provides reasonable accommodations to otherwise qualified applicants with disabilities. IF YOU NEED A REASONABLE ACCOMMODATION for any part of the application and hiring process, please notify the Intelligence Community Equal Employment Opportunity and Diversity Office Representative by classified email at DNI_COO_TM_EEOD_RA_WMA@cia.ic.gov, by unclassified email at DNI-EEOD_WMA@cia.ic.gov, by telephone at 301-243-0704 or by FAX at 301-243-1200. Your request for reasonable accommodation will be addressed on a case-by-case basis. **PLEASE DO NOT SUBMIT YOUR APPLICATION TO THE EEOD EMAIL ADDRESS. THIS EMAIL IS FOR REASONABLE ACCOMMODATION REQUESTS ONLY. PLEASE SUBMIT YOUR APPLICATION VIA THE EMAIL ADDRESS PROVIDED IN THE 'HOW TO APPLY' SECTION ABOVE.**